



## IT9010 Change Holiday Premium Rate

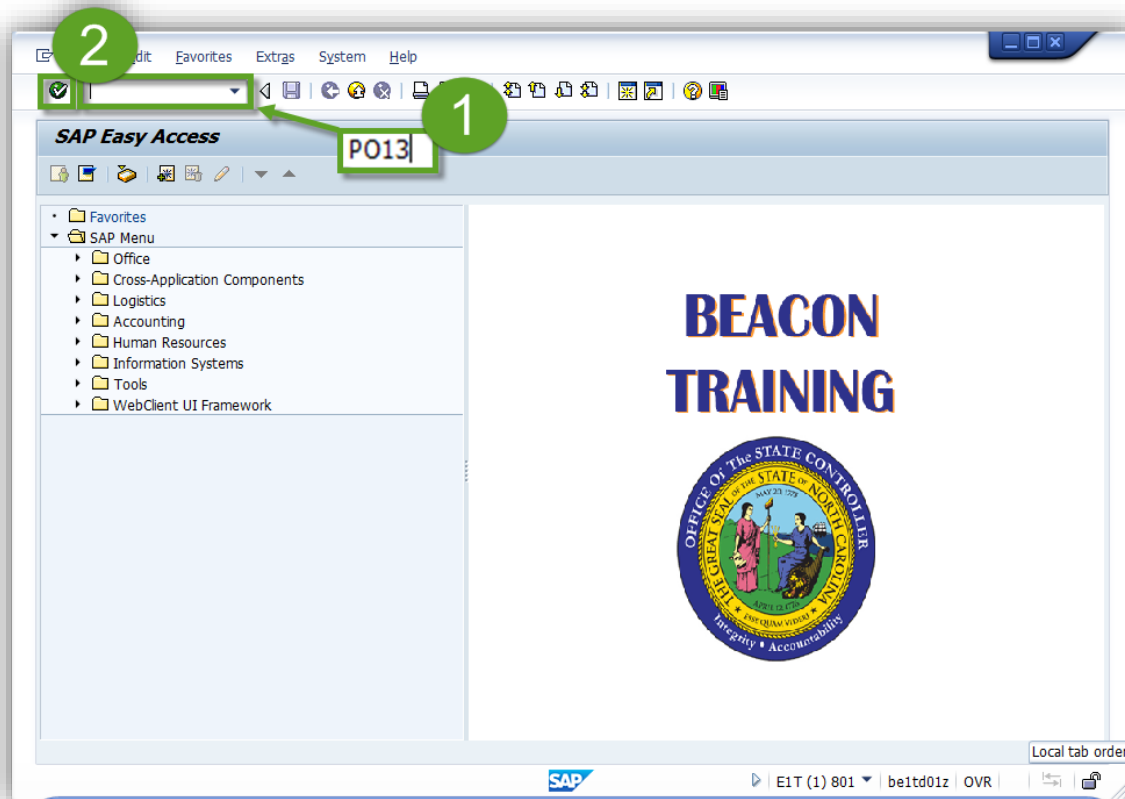
### Trigger:


Use this document to change the Holiday Premium Rate for a Position.

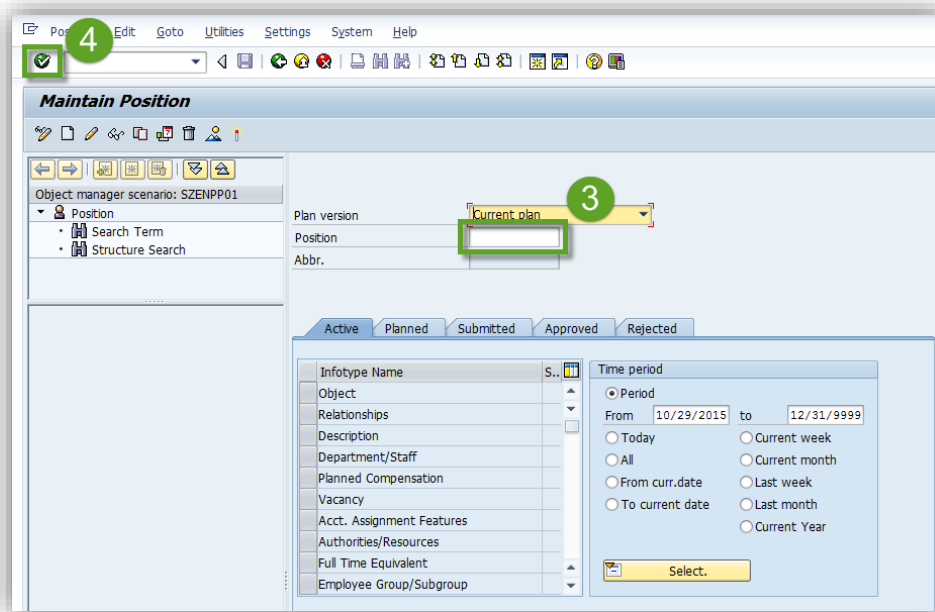
### Business Process Procedure Overview:

**Holiday Premium Rate (IT 9010)** - Stores settings related to Holiday Premium Rate eligibility and Payouts. If OSHR has approved a rate other than the default of 50%, the rate must be entered as a percentage in the "Rate" field.


### Procedure

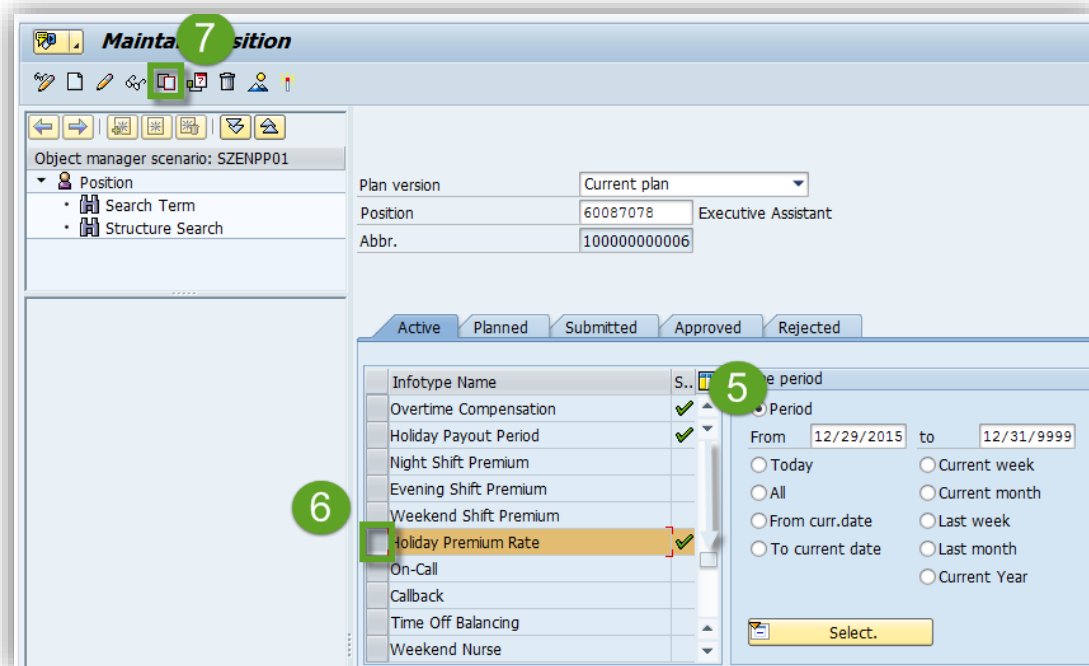


1. From the SAP Easy Access Screen, type **PO13** into the Command Field.
2. Click **Enter** .






The Maintain Position Screen will be displayed.

3. Enter the position number that you wish to change (i.e. 60087078)
4. Click **Enter** .






The position details will populate.

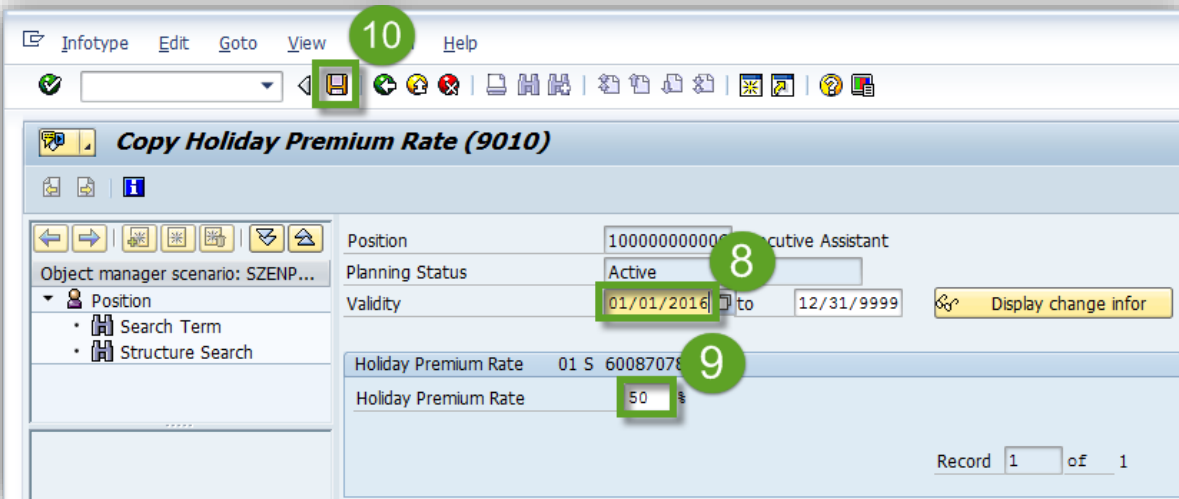
5. Scroll until you find “Holiday Premium Rate.” A Green check indicates that a Holiday Premium Rate record currently exists.
6. Click the **button** to the left of “Holiday Premium Rate” .
7. Click **Copy**  (See next page for other options).



**Information**

You have several options for modifying an Infotype:

<b>Create</b> 	Creates a New record. Use when creating an IT which has not existed before.
<b>Copy</b> 	Delimits the existing Infotype and creates a new, current IT. This method is <b>HIGHLY</b> recommended, as it preserves historical data.
<b>Change</b> 	Changes an existing Infotype without creating a new record. This method is <b>NOT</b> recommended as it overwrites historical record.



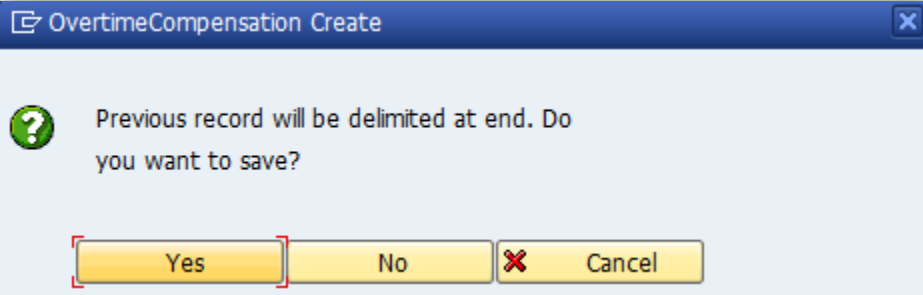
The screenshot shows the 'Copy Holiday Premium Rate (9010)' screen. Callout 10 points to the 'Save' button in the top toolbar. Callout 8 points to the 'Validity' date field, which is set to '01/01/2016'. Callout 9 points to the 'Holiday Premium Rate' field, which is set to '50'.

The Copy Holiday Premium Rate screen will be displayed.

8. Change the start date of the record to the effective date of the change. (i.e. **01/01/2016**)

9. Change the “Holiday Premium Rate.” (i.e. **50%**)

10. Click **Save** .



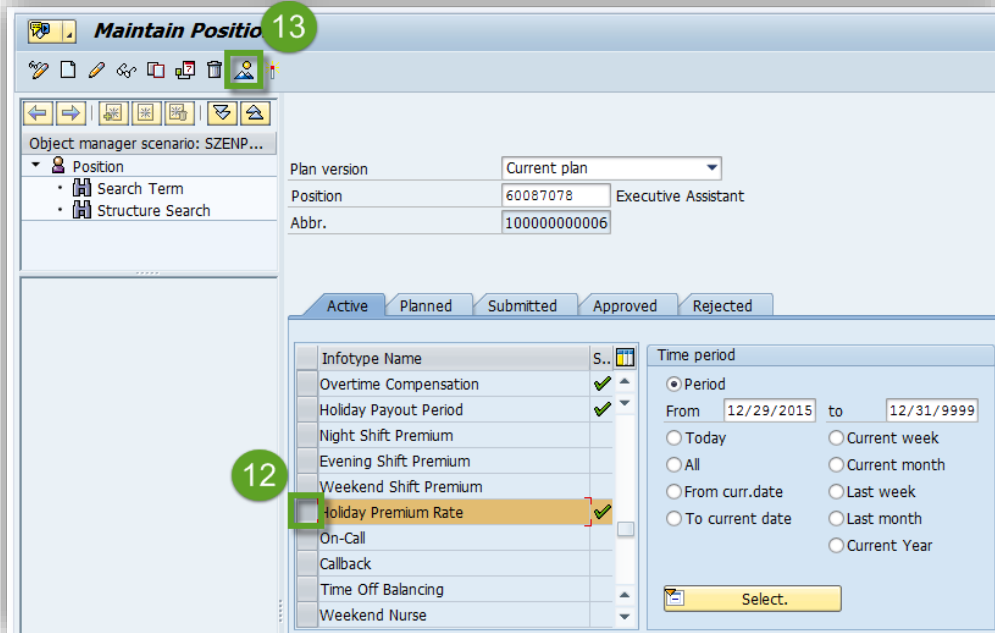
The dialog box titled 'OvertimeCompensation Create' contains the message: 'Previous record will be delimited at end. Do you want to save?'. It has three buttons: 'Yes', 'No', and 'Cancel'.

If you are Copying an Infotype, you will receive a message reminding you that the previous record will be delimited.

11. Click **Yes** .

 Record created

You should receive a message that the Record was created.



**Maintain Position**

Object manager scenario: SZENP...

Plan version: Current plan

Position: 60087078 Executive Assistant

Abbr.: 100000000006

Active | Planned | Submitted | Approved | Rejected

Infotype Name | S.. | Time period

Overtime Compensation | ✓ |

Holiday Payout Period | ✓ |

Night Shift Premium | |

Evening Shift Premium | |

Weekend Shift Premium | |

**Holiday Premium Rate** | ✓ |

On-Call | |

Callback | |

Time Off Balancing | |

Weekend Nurse | |

Time period

Period

From 12/29/2015 to 12/31/9999

Today | Current week

All | Current month


From curr.date | Last week

To current date | Last month

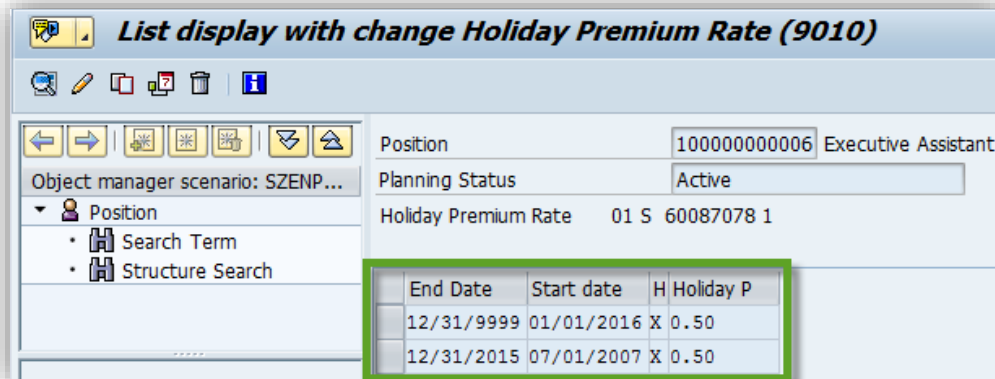
Current Year

Select.

To view and confirm the change:

12. Click the **button** to the left of “Holiday Premium Rate” .

13. Click **Overview** .



**List display with change Holiday Premium Rate (9010)**

Position: 100000000006 Executive Assistant

Planning Status: Active

Holiday Premium Rate: 01 S 60087078 1

End Date	Start date	H	Holiday P
12/31/9999	01/01/2016	X	0.50
12/31/2015	07/01/2007	X	0.50

A list of all Holiday Premium Rate Infotypes for the Position will be displayed, including the Validity Dates, whether the Position is eligible for Holiday Premium, and the premium rate.

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## Additional Resources

If you have questions, or require additional assistance, contact BEST Shared Services:

**Phone (Raleigh Area):** (919) 707-0707  
**Phone (Toll Free):** (866) 622-3784  
**Email:** [BEST@osc.nc.gov](mailto:BEST@osc.nc.gov)

**Training HELP website:**

<http://www.osc.nc.gov/training/osctd/help/>

**Other Job Aids:**

[OM Tips and Tricks Job Aid](#)

*Under Organizational Management > Job Aids*

[PO13 Create Position Infotypes](#)

*Under Organizational Management > BPPs*

## Change Record

Change Date: 1/11/16	Changed by: David Lassiter
Changes:	Moved Change Log to the end of the document. Updated Format, Screenshots, language and layout. Added “Additional Resources” Section Moved Tips and Tricks to “Additional Resources” Section.